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SECTION 7 – REPORTS

URL: https://ems.calderdale.gov.uk/ProviderPortal_LIVE/Account/Account/Login

All reports can be accessed at any time via the Headcount Portal and can be saved onto your own IT systems for accounting / audit purposes.

There are six reports available in each funding period as below:

- Forecast Payment Breakdown:** This report is a breakdown of the Forecast (90%) payment and a list of children with their hours claimed. This report is generated from the data supplied by the setting via the headcount portal. Providers will have until the Actual Task opens to check this report so that amendments can be made in the Actual Task.

Example report below:

Our Ref: Forecast Payment Confirmation
Please Contact: Tracy Hilton / Josephine Clay
Early Years & Childcare Sufficiency Officers
Telephone No: 01422 39 2695 / 2576
Email: eef@calderdale.gov.uk



Free Early Education Funding Forecast Summary for (Term & Year) Funding Period

Print Date: 24-August-2015

Setting's Name and full postal address.

This report is a breakdown of the Forecast (90%) payment you received for the (Term & Year) Funding Period.

Funding Summary

Weeks per Term: 14

| | 2 Year Olds | 3 Year Olds | 4 Year Olds | Over 4 |
|--|-------------|-------------|-------------|--------------|
| Unit Cost by Age per Hour (B) | £4.67 | £3.78 | £3.78 | £3.78 |
| Total Paid Hours per Term (C) | £0.00 | £0.00 | £0.00 | £0.00 |
| Total for the Period (D = B x C) | £0.00 | £0.00 | £0.00 | £0.00 |
| Forecast Payments | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Forecast Amount Payable (90%) | | | | £0.00 |

Free Early Education Funding Forecast Summary for (Term & Year) Funding Period

Print Date: 24-August-2015

Setting's Name and full postal address.

This report is a breakdown of the Forecast (90%) payment you received for the (Term & Year) Funding Period.

| Child's Name | DOB | Gender | Address | Age | Forecast Weeks Term | Forecast Hrs Term | Forecast Hrs Weeks | Hourly Rate | Total Paid Amount | Basis for Funding |
|--|-----|--------|---------|-----|---------------------|---|--------------------|-------------|-------------------|-------------------|
| | | | | | | | | | | |
| | | | | | | | | | | |
| Forecast Payment (90%): £0,000.00 | | | | | | Total Amount for Period: £0,000.00 | | | | |

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Under the Header "Basis for Funding" there are 6 categories: DLA – Disability Living Allowance, ECO – Economic, EHCP – Education Health Care Plan, FSM – Free School Meals, SEN – High Level SEN or disability, LAA – Looked After or Adopted from care. (FSM and LAA is the criteria on which Deprivation Supplement and Early Years Pupil Premium.)

2) Actual Payment Breakdown: This report is a payment breakdown and list of children and their hours generated using the data supplied by the setting via the headcount portal. Providers will have until the Adjustment Task opens to check this report, so that amendments can be made within the Adjustment Task.

Example report below:

Our Ref: Actual Payment Confirmation
 Please Contact: Tracy Hilton / Josephine Clay
 Early Years & Childcare Sufficiency Officers
 Telephone No: 01422 39 2695 / 2576
 Email: eeef@calderdale.gov.uk

**Free Early Education Funding Actual Summary for (Term & Year) Funding Period**

Print Date: 24-August-2015

Setting's Name and full postal address.

This report is a breakdown of the Actual (remaining 10%) payment you received for the (Term & Year) Funding Period.

Funding Summary

Weeks per Term: 14

| | 2 Year Olds | 3 Year Olds | 4 Year Olds | Over 4 |
|--|-------------|-------------|-------------|--------------|
| Unit Cost by Age per Hour (B) | £4.67 | £3.78 | £3.78 | £3.78 |
| Total Paid Hours per Term (C) | £0.00 | £0.00 | £0.00 | £0.00 |
| Total for the Period (D = B x C) | £0.00 | £0.00 | £0.00 | £0.00 |
| Forecast Payments | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Forecast Amount Payable (90%) | | | | £0.00 |

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Free Early Education Funding Actual Summary for (Term & Year) Funding Period

Print Date: 24-August-2015

Setting's Name and full postal address.

This report is a breakdown of the Actual (remaining 10%) payment you received for the (Term & Year) Funding Period.

| Child's Name | DOB | Gender | Address | Age | Forecast Weeks Term | Forecast Hrs Term | Forecast Hrs Weeks | Hourly Rate | Total Paid Amount | Basis for Funding |
|--|-----|--------|---------|-----|---------------------|---|--------------------|-------------|-------------------|-------------------|
| | | | | | | | | | | |
| | | | | | | | | | | |
| Forecast Payment (90%): £0,000.00 | | | | | | Total Amount for Period: £0,000.00 | | | | |


- 3) Quality Supplement Letter:** This letter is confirmation of the amount received in a Funding Period for settings who qualify. This supplement is worked out on the total number of hours claimed for all children, for example, total of all hours children claiming and is calculated at Actual Task stage with no further adjustments.

Sample letter below:

| | |
|---|---|
| <p>Our Ref: Quality Supplement Payment Confirmation Please Contact: Tracy Hilton / Josephine Clay Early Years & Childcare Sufficiency Officers Telephone No: 01422 39 2695 / 2576 Email: eef@calderdale.gov.uk Date:</p> |  Children and Young People's Service Early Years & Childcare Sufficiency Team Ground Floor, Northgate House Northgate, Halifax, HX1 1UN |
| <p>Dear (Setting's Name)</p> <p>RE: <u>Quality Supplement Payment Confirmation</u></p> <p>A payment of £(Amount) has been made in respect of a Quality Supplement payment for the free Early Education entitlement for the (Funding Period and year). This will shortly arrive in your bank account.</p> <p>Your entitlement to this payment has been established according to the criteria laid out in the Provider Agreement and calculated on the basis of the information you completed and returned to us via the online Headcount Portal.</p> <p>If there are any queries with this payment, please contact us within one week of receipt of this letter.</p> <p>Yours sincerely</p> <p>Tracy Hilton / Josephine Clay Early Years & Childcare Sufficiency Officer <u>Early Years & Childcare Sufficiency Team (EYCST)</u></p> | |

- 4) Adjustment Payment Breakdown:** This report is a payment breakdown and list of children and their hours generated using the data supplied by the setting via the headcount portal. Providers will have until the end of the Funding Period to check this report, so that amendments can be made within the Funding Period.

Example report below:

| | | | | |
|---|---|--------------------|--------------------|---------------|
| <p>Our Ref: Adjustment Payment Confirmation Please Contact: Tracy Hilton / Josephine Clay Early Years & Childcare Sufficiency Officers Telephone No: 01422 39 2695 / 2576 Email: eef@calderdale.gov.uk</p> |  Print Date: 24-August-2015 | | | |
| <p>Free Early Education Funding Adjustment Summary for (Term & Year) Funding Period</p> <p>Setting's Name and full postal address.</p> <p>This report is a breakdown of any Adjustment payments you received for the (Term & Year) Funding Period.</p> | | | | |
| <p>Funding Summary Weeks per Term: 14</p> | | | | |
| | 2 Year Olds | 3 Year Olds | 4 Year Olds | Over 4 |
| Unit Cost by Age per Hour (B) | £4.67 | £3.78 | £3.78 | £3.78 |
| Total Paid Hours per Term (C) | £0.00 | £0.00 | £0.00 | £0.00 |
| Total for the Period (D = B x C) | £0.00 | £0.00 | £0.00 | £0.00 |
| Forecast Payments | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Forecast Amount Payable (90%) | | | | £0.00 |

Free Early Education Funding Adjustment Summary for (Term & Year) Funding Period

Print Date: 24-August-2015

Setting's Name and full postal address.

This report is a breakdown of any Adjustment payments you received for the (Term & Year) Funding Period.

| Child's Name | DOB | Gender | Address | Age | Forecast Weeks Term | Forecast Hrs Term | Forecast Hrs Weeks | Hourly Rate | Total Paid Amount | Basis for Funding |
|-------------------------------------|-----|--------|---------|-----|---------------------|--------------------------------------|--------------------|-------------|-------------------|-------------------|
| | | | | | | | | | | |
| | | | | | | | | | | |
| Forecast Payment (90%): £0,000.00 | | | | | | Total Amount for Period: £0,000.00 | | | | |
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5) Final Payment Breakdown: This report is a full payment breakdown of all payments received by the setting over the whole Funding Period. This includes payment details of the Forecast, Actual, Quality Supplement, Adjustment, Early Years Pupil Premium, Deprivation Supplement and any corrective payments.

Example report below:

Our Ref: Full Payment Summary
Please Contact: Tracy Hilton / Josephine Clay
Early Years & Childcare Sufficiency Officers
Telephone No: 01422 39 2695 / 2576
Email: eeef@calderdale.gov.uk



Free Early Education Funding Summary Forecast for Autumn Term 2015

Print Date: 24-August-2015

Setting's Name and full postal address.

This report details a breakdown of all funding you received for the Autumn 2015 Funding Period.

| Payment Type | | 2 Year Olds | 3 Year Olds | 4 Year Olds | Over 4's | Total |
|--------------|----------------------------------|-------------|-------------|-------------|----------|-------|
| | Unit Cost by Age per Hour (B) | £4.67 | £3.78 | £3.78 | £3.78 | |
| FORE | Total Paid Hours per Term (C) | 0 | 0 | 0 | 0 | 0 |
| | Total for the Period (D = B x C) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | Payments | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| ACT | Total Paid Hours per Term (C) | 0 | 0 | 0 | 0 | 0 |
| | Total for the Period (D = B x C) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | Payments | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| QUA | Payments | | | | | £0.00 |
| ADJ | Total Paid Hours per Term (C) | 0 | 0 | 0 | 0 | 0 |
| | Total for the Period (D = B x C) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | Payments | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| DEP | Payments | | | | | £0.00 |
| EYPP | Payments | | | | | £0.00 |
| COR | Payments | | | | | £0.00 |

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Key to Payment Types:

FORE – Forecast
QUA – Quality Supplement (if applicable)
DEP – Deprivation Supplement
COR – Corrective Payments (which will be communicated to settings via a separate email)

ACT – Actual
ADJ – Adjustment
EYPP – Early Years Pupil Premium

- 6) **Early Years Pupil Premium (EYPP):** This report is a breakdown of children whose carer details have been entered onto the headcount portal and includes the outcome of the ECS check. Providers will have until the end of current Funding Period to check this report and inform EYCST of any discrepancies.

Example report below:

| <u>All 3, 4, 5 Years Old Children Claiming Funding Details for (Funding Period & Year)</u> | | | | | | | | | |
|--|-----|----------|------------|----------|---------------|------------------|-----|---------|-----------|
| Setting Name | | | | | | <u>EYPP Data</u> | | | |
| Pupil Name | DOB | Postcode | Start Date | End Date | Paid Hrs Term | EYPP Status | DOB | Surname | NI Number |
| | | | | | | | | | |

Support is available from the Early Years & Childcare Team on 01422 392576 or 01422 392695 or by emailing eeef@calderdale.gov.uk.